

Appendix X – Instructions for Using the Conservation Plans Module in ECOS and TAILS

Updating the Conservation Plans Module in ECOS

Note: When you log on to ECOS (using your e-mail address & gmail password), if you don't have Conservation Plans in "My Primary Applications" you'll need to request additional Access.

The **Conservation Plans and Agreements** module contains individual modules for HCPs, SHAs, CCAs, and CCAAs. After selecting the correct module under "Editing", select your region and a list of all of your region's Agreements will come up.

Look through the list to determine whether the specific Agreement is listed. If it is, click on that Agreement and update as appropriate. Scroll down through the database and input information into each field. If adding an Amendment, click on **Add New HCP, SHA, CCAA, or CCA** and click on **Amendment**, then select the correct HCP from the list.

If your project is not listed, you must click on **Add New Agreement** (see below for list of fields – have information ready for each field before opening the database – several fields – bolded below – are required and won't be saved when you exit unless they are completed).

Plan Title:

Region(s):

Field Office(s):

Permits:

Status:

NEPA Process:

Involved Agency:

Date Assistance Initiated (FWS only):

Date Application Received (FWS only):

Date of Notice of Intent to Prepare an EIS (FWS only):

Date Permit Issued:

Date Application Withdrawn:

Date Permit Expired:

Date Permit Denied:

Date Permit Suspended:

Date Permit Revoked:

Location (Coordinates – FWS only):

Description of Location:

Listed Species:

Non-Listed Species:

Habitat:

States:

Size (Total Area Covered, by State):

Encompassed Planning Area by State (FWS only):
Acreage Protected (FWS only):
Acreage Created/Enhanced/Restored (FWS only):
Acreage Adversely Affected (FWS only):
Applicant Type:
Duration:
Reporting Frequency (FWS only):
Report Received Date(s) (FWS only):
Monitoring Notes (FWS only):
Additional Notes (FWS only):

Uploading Final Agreement Documents

Note: documents must be in pdf format to be uploaded.

1. Log into the Conservation Plans module of ECOS.
2. Select HCP under **Editing**.
3. Select your region – a list of all Agreements in your region will come up.
 - a. Select a specific Agreement to upload documents.
 - b. Select **Upload Plan/Agreement Documents**.
 - c. Select the document type you're uploading from the drop-down list (Biological Opinion, NEPA – CatEx, The SHA, NEPA – EA, NEPA – FONSI, Set of Findings, NEPA – ROD, Final Documents, The CCAA, NEPA – EIS, The HCP, The CCAA) and click on **Submit**.
 - d. Click on **Choose File**.
 - e. Locate file to upload from the local drive and click on **Open**.
 - f. Click on **Upload**.
 - g. As soon as the file uploads, click on **Close Window**.
4. Repeat the process for each document you need to upload.

Using TAILS

The appropriate Field Office (FO) should be uploading final Biological Opinions into TAILS – after it is signed at the Regional Office (RO) and RO staff have provided an e-copy back to the FO.